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PROCESSED BY CSIS UNDER THE  
PROVISIONS OF THE PRIVACY ACT AND/OR  
ACCESS TO INFORMATION ACT.  
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI  
SUR LA PROTECTION DES RENSEIGNEMENTS  
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS  
À L'INFORMATION

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information and guidance on the human source

For additional  
refer to OPS-702-8, "Procedures -Human Sources - Case Management - Human Source

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### 3. PROCESS

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3.2 The Service's human source process ensures quality control in the Human Source Program by of human sources from the standpoint of reliability and corroboration of reported information. For additional information and guidance on the process, refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

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For additional information and guidance on refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

#### Reporting History

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For additional information and guidance on reporting history refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

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For additional information and guidance on a human source's reporting history refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

### 4. ASSESSMENT AND RECRUITMENT APPROACH

4.1 Employees should be familiar with the provisions of CSIS Policy: Conduct of Operations, OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach to a human source.

4.2

4.3

**Recruitment Approach**

4.4 If a recruitment approach may have  
adverse impact appropriate approvals must be sought. For  
 additional information and guidance on a recruitment approach that may  
refer to section 3 of OPS-702-1, "Procedures - Human Sources - Case Management"  
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4.7 A payments, in accordance with OPS-707,  
allows for the provision of into the Human  
"Human Sources - Compensation", to an individual  
 Source Program.

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For additional information and guidance on the  
 process, approval authorities and reporting requirements associated with a refer to OPS-  
702-2, "Procedures - Human Sources - Case Management"

## 5. RECRUITMENT

- 5.1 The recruitment of a human source is a fundamental investigative technique that assists the Service in the execution of its mandate.

### Source Evaluation

- 5.2 The initial step to all human source recruitments is the assessing and a new human source's human source's reporting human source operation. It is conducted for the purpose of reliability, including an evaluation of the of a

- 5.3 For additional information and guidance on the process, approval authorities and reporting requirements associated with a refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation"

## 6. MANAGEMENT

- 6.1 Human source case management consists of the direction of a human source operation.

6.2

For additional information and guidance on the refer to OPS-702-4, "Procedures - Human Sources - Case Management - and for the refer to OPS-702-5, "Procedures - Human Sources - Case Management"

### Operational Reporting

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For additional information and guidance on refer to section 4 of OPS-702-1, "Procedures - Human Sources - Case Management" and section 6 of OPS-706, "Human Sources".

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For additional information and guidance on refer to section 5 of OPS-702-1, "Procedures - Human Sources - Case Management".

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For additional information and guidance on refer to section 6 of OPS-702-1, "Procedures - Human Sources - Case Management".

#### Authorized Deployment

6.9 Where appropriately authorized, a human source may provide assistance in relation to:

the collection of information

on a general investigative authority;

the provision of assistance to levels within Canada,

other government departments at all

support or other assistance to a Service operation

### Human Source

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Refer to OPS-702-8.

"Procedures - Human Sources - Case Management - Human Source"

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### Operational Security

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### Safety

7.3 When the safety of a human source or a Service employee is endangered or threatened, the appropriate authorities should be notified. For additional information and guidance on safety, refer to section 7 of OPS-702-1, "Procedures - Human Sources - Case Management".

7.4

For additional information and guidance on the and section 8 of OPS-702-1, "Procedures

- Human Sources - Case Management".

## 8. COMMUNICATION

8.1 All contact between employees, human sources will be made in such a manner as to ensure protection of the human source's identity and the overall security of the operation.

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For additional information and guidance on the use of  
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## 9. REVIEW

9.1

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9.2

For additional information and guidance on reviews,  
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the HQ Branch or HSOS. Refer to section 3 of OPS-702-7, "Procedures - Human Sources - Case Management - Review"

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Sources - Case Management - Review

For additional information and  
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## 10. INACTIVATION

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is authorized as per the provisions of OPS-702-1,  
"Procedures - Human Sources - Case Management".

10.4 Any payment must be done in accordance with OPS-707, "Human Sources - Compensation"  
For additional information and guidance  
on the refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case  
Management".

### Disclosure of Assistance

10.5 The Service protects the identity of a human source in perpetuity. However, after a 125-year retention period, the inactive file can be transferred to National Archives. As a result, an inactive human source's file could be accessed under the provisions of the *Access to Information Act* for historical research purposes.

10.6 All access requests to closed information transferred to the National Archives by the Service will entail mandatory consultation with the Service. The Service reserves the right to exempt or place a moratorium on any file containing information whose disclosure could cause harm to individuals or threaten national security. Refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case Management".



**11.****11.1**

Refer to section

10 of OPS-702-1, "Procedures - Human Sources - Case Management".

2013-01-08

OPS-702

**HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Objective**

- 1.1 The use of human sources is an integral part of the Service's mandated investigations. As such, are central components of the Service's case management of human source operations. The objective of this policy is to provide direction throughout the stages of a human source operation,

**Scope**

- 1.2 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions", outlines the general principles that govern the assessment, recruitment and management of a human source,
- 1.3 For further direction on human source operations refer to OPS-806, "Human Sources".
- 1.4 The principles and standards described in this policy apply to all human sources, active or inactive, as applicable, within the Service's human source inventory and to every employee involved in human source operations.

**Policy Centre**

- 1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

**Authorities**

- 1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Access to Information Act

Immigration and Refugee Protection Act (IRPA)

Ministerial Direction for Operations (2008 10 29)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

DDO Directive - "Retention of Information Collected under Sections 12, 15 and 16 of the CSIS Act" (2012 03 01)

### Definitions

- 1.7 For definitions of specific terms used in this policy, refer to "Policy Glossary".

### Temporary Authority

- 1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

### Delegation of Authority

- 1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

- 1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

## 2. RESPONSIBILITIES

### Director

- 2.1 The Director is responsible for the overall management of the Service's Human Source Program.

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2013-01-08

**Director General, Human Sources and Operations Security**

2.5 The Director General (DG), Human Sources and Operations Security (HSOS) is responsible for:

briefing the appropriate Service Executives, Headquarters (HQ) DGs and Regional Directors General (RDG) on all significant matters concerning human sources, and the security of human source operations;

providing advice, direction and assistance to HQ Branches and Regions on the recruitment, development and management of human sources, as well as on operational security and operations support;

managing a centralized system for administering human source operations;

and

seeking advice, as well as providing support and direction to HQ Branches and Regions, concerning all matters related to human sources.

**Headquarters Directors General**

2.6 HQ DG are responsible for:

providing direction to Regions on the priorities of human sources to address operational and

reviewing human source operations

**Regional Directors General**

2.7 Regional Directors General are responsible for:

ensuring that all appropriate strategies are taken to protect human sources and Service operations;

briefing the DG HSOS on all significant matters concerning the conduct and operational security of human source operations in the Regions;

providing Regional employees with advice, direction and assistance on the development, management and of human sources as well as on operational security and operations support;

establishing practices to ensure that a human source are evaluated in accordance with Service standards; and

authorizing human source participation in activities



**Human Sources and Operations Security**

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**Human Sources and Operations Security**

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**Human Source**

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information and guidance on the human source

Human Sources - Case Management - Human Source

For additional  
refer to OPS-702-8, "Procedures -

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**PROCESS**

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#### **Reporting History**

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### Source Evaluation

- 5.2 The initial step to all human source recruitments is the assessing and a new human source's human source's reporting human source operation. It is conducted for the purpose of reliability, including an evaluation of the of a

- 5.3 For additional information and guidance on the process, approval authorities and reporting requirements associated with a refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation"

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- 6.1 Human source case management consists of the direction of a human source operation.

- 6.2 For additional information and guidance on the refer to OPS-702-4, "Procedures - Human Sources - Case Management - and for the refer to OPS-702-5, "Procedures - Human Sources - Case Management"

### Operational Reporting

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- 6.4 For additional information and guidance on refer to section 4 of OPS-702-1, "Procedures - Human Sources - Case Management" and section 6 of OPS-706, "Human Sources"

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Refer to OPS-702-8.

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**Operational Security**

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### 3. PROCESS

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10 of OPS-702-1, "Procedures - Human Sources - Case Management".

# OPS-702 Operations Policies and Procedures

Secret

2011-04-01

## OPS-702 HUMAN SOURCES - CASE MANAGEMENT

### 1. INTRODUCTION

#### Objective

- 1.1 The use of human sources is an integral part of the Service's mandated investigations. As such, are central components of the Service's case management of human source operations. The objective of this policy is to provide direction throughout the stages of a human source operation,

#### Scope

- 1.2 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions", outlines the general principles that govern the assessment, recruitment and management of a human source,
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New publication



# OPS-702 Operations Policies and Procedures

Secret

2011-04-01

Ministerial Direction for Operations (2008 10 29)

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DDO Directive - "Disclosure of Service Information" (2007 11 14)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

DDO Directive - "Retention of Investigative Information" (2008 07 08)

## Definitions

- 1.7 For definitions of specific terms used in this policy, refer to "Glossary of Terms and Definitions".

## Temporary Authority

- 1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

## Delegation of Authority

- 1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via

HSOS.

## 2. RESPONSIBILITIES

### Director

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**OPS-702 Operations Policies and Procedures**

Secret  
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- 2.1 The Director is responsible for the overall management of the Service's Human Source Program.

# OPS-702 Operations Policies and Procedures

Secret  
2011-04-01

2.2

2.3

2.4

## Director General, Human Sources and Operations Security

2.5 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for:

briefing the appropriate Service Executives, Headquarters Directors General (HQ DG) and Regional Directors General (RDG) on all significant matters concerning human sources, and the security of human source operations;

providing advice, direction and assistance to Headquarters (HQ) Branches and Regions on the recruitment, development and management of human sources, as well as on operational security and operations support;

managing a centralized system for administering human source operations;

and

seeking advice, as well as providing support and direction to HQ Branches and Regions, concerning all matters related to human sources.

## Headquarters Directors General

2.6 Headquarters Directors General are responsible for:

providing direction to Regions on the priorities of human sources to address operational and

reviewing human source operations

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New publication

# OPS-702 Operations Policies and Procedures

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2011-04-01

## Regional Directors General

2.7 Regional Directors General are responsible for:

taken to protect ensuring that all appropriate human sources and Service strategies are operations,

briefing the DG HSOS on all significant matters concerning the conduct and operational security of human source operations in the Regions;

providing Regional employees with advice, direction and assistance on the development, management and of human sources as well as on operational security and operations support;

establishing practices to ensure that a human source are evaluated in accordance with Service standards; and

authorizing human source participation in activities

## Human Sources and Operations Security

## Human Sources and Operations Security

New publication

OPS-702 **Operations Policies and Procedures**Secret  
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# OPS-702 Operations Policies and Procedures

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information and guidance on the human source  
Human Sources - Case Management - Human Source

For additional  
refer to OPS-702-8, "Procedures -

## 3. PROCESS

### 3.1

- 3.2 The Service's human source process ensures quality control in the Human Source Program by of human sources from the standpoint of reliability and corroboration of reported information. For additional information and guidance on the process, refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

### 3.3

### 3.4

For additional information and guidance on  
refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

## Reporting History

### 3.5

### 3.6

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## OPS-702 Operations Policies and Procedures

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For

additional information and guidance on reporting history refer to section 2 of  
OPS-702-1, "Procedures - Human Sources - Case Management".

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# OPS-702 Operations Policies and Procedures

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3.7

information and guidance on a human source's reporting history refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

4.

## ASSESSMENT AND RECRUITMENT APPROACH

4.1

Employees should be familiar with the provisions of OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach to a human source.

4.2

4.3

### Recruitment Approach

4.4

If a recruitment approach may have adverse impact appropriate approvals must be sought. For additional information and guidance on a recruitment approach that may refer to section 3 of OPS-702-1, "Procedures - Human Sources - Case Management" and OPS-703, "Human Sources - Special Provisions".

4.5

4.6

4.7

A allows for the provision of Sources - Compensation, to an individual

payments, in accordance with OPS-707, "Human Sources - Compensation", into the Human Source

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Program.

4.8

4.9

4.10

For additional information and guidance on the process, approval authorities and reporting requirements associated with a refer to OPS-702-2, "Procedures - Human Sources - Case Management"

## 5. RECRUITMENT

5.1 The recruitment of a human source is a fundamental investigative technique that assists the Service in the execution of its mandate.

### Source Evaluation

5.2 The initial step to all human source recruitments is the assessing and a new human source's It is conducted for the purpose of reliability, including an evaluation of the human source's reporting of a human source operation.

5.3

For additional information and guidance on the process, approval authorities and reporting requirements associated with a refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation"

5.4

## 6. MANAGEMENT

6.1 Human source case management consists of the

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# OPS-702 Operations Policies and Procedures

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2011-04-01

direction of a human source operation.

6.2

For additional information and guidance on the  
refer to OPS-702-4, "Procedures - Human Sources - Case Management"  
and for the refer to OPS-702-5,  
"Procedures - Human Sources - Case Management"

## Operational Reporting

6.3

6.4

For additional information and guidance on  
refer to section 4 of OPS-702-1, "Procedures - Human Sources - Case Management"  
and section 6 of OPS-706, "Human Sources"

6.5

6.6

For additional information  
and guidance on refer to section 5 of OPS-702-1, "Procedures  
- Human Sources - Case Management".

6.7

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6.8

For additional information and guidance on refer to section 6  
of OPS-702-1, "Procedures - Human Sources - Case Management".

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## Authorized Deployment

- 6.9 Where appropriately authorized, a human source may provide assistance in relation to:
- the collection of information on a general investigative authority;
  - the provision of assistance to other government departments at all levels within Canada,
  - support or other assistance to a Service operation; and/or

## Human Source

6.10

6.11

Refer to OPS-702-8.

"Procedures - Human Sources - Case Management - Human Source"

7.

## Operational Security

7.1

7.2

## Safety

- 7.3 When the safety of a human source or a Service employee is endangered or threatened, the appropriate authorities should be notified. For additional information and guidance on safety, refer to section 7 of OPS-702-1, "Procedures - Human Sources - Case Management".

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7.4

For additional information and guidance on the  
and section 8 of OPS-702-1, "Procedures  
- Human Sources - Case Management".

## 8. COMMUNICATION

8.1 All contact between employees, human sources will be made in  
such a manner as to ensure protection of the human source's identity and the overall security of the  
operation.

8.2

8.3

8.4

8.5

8.6

For additional information and guidance on the use of  
refer to OPS-702-6, "Procedures - Human Sources - Case Management -

## 9. REVIEW

9.1

### Reviews

9.2

For additional information and guidance on reviews, refer  
to OPS-702-7, "Procedures - Human Sources - Case Management - Review

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9.3

9.4

required by the Region,  
the HQ Branch or HSOS. Refer to section 3 of OPS-702-7, "Procedures - Human Sources - Case Management - Review

9.5

9.6

9.7

For additional information and guidance on  
refer to section 4 of OPS-702-7, "Procedures - Human Sources - Case Management - Review  
and OPS-806, Human Sources".

9.8

For additional information and guidance  
on refer to section 5 of OPS-702-7, "Procedures - Human Sources - Case Management - Review  
Operations". in CSIS

## 10. INACTIVATION

10.1

10.2

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10.3

- 10.4 Any payment must be done in accordance with OPS-707, "Human Sources - Compensation". For additional information and guidance on the Management refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case Management".

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### Disclosure of Assistance

- 10.5 The Service protects the identity of a human source in perpetuity. However, after a 125-year retention period, the inactive file can be transferred to National Archives. As a result, an inactive human source's file could be accessed under the provisions of the *Access to Information Act* for historical research purposes.
- 10.6 All access requests to closed information transferred to the National Archives by the Service will entail mandatory consultation with the Service. The Service reserves the right to exempt or place a moratorium on any file containing information whose disclosure could cause harm to individuals or threaten national security. Refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case Management".

## 11.

### 11.1

Refer to section 10 ofOPS-702-1, "Procedures - Human Sources - Case Management".



**OPS-702-1 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the recruitment and management of a human source

**2. PROCESS**

## 2.1

## 2.2

## 2.3

## 2.4

## 2.5

2.6

**Corroboration of Reported Information**

- 2.7 An employee can corroborate a human source's reporting by either confirming and/or substantiating the information
- 2.8 Notwithstanding a human source's and reporting history an employee qualifies the reported information as to its accuracy as part of the human source process.

2.9

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## Reporting History

2.10

2.11

For additional information and guidance on the  
Human Sources - Case Management

refer to OPS-702-4, "Procedures -

2.12

2.13

guidance on the

refer to OPS-702-4, "Procedures - Human Sources - Case Management

2.14

2.15

information and guidance on the human source  
Sources - Case Management - Human Source

For additional  
refer to OPS-702-8, "Procedures - Human

2.16

For additional information and guidance on the human source  
to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source

refer

### 3. RECRUITMENT APPROACH

- 3.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources - Case Management" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach

#### Approval Authorities

- 3.2 the approval authorities identified in OPS-703-1, "Procedures - Human Sources - Special Provisions", the Regional Director General (RDG) approves a recruitment approach to an individual

- 3.3 When there is a potential that a recruitment approach may have adverse impact the Director will notify the Minister as per paragraph 2.2 of OPS-701, "Human Sources - Human Source Program".

4.

- 4.1 should be familiar with the provisions of paragraph 6.3 of OPS-702, "Human Sources - Case Management" and section 6 of OPS-706, "Human Sources prior to seeking approval to provide to a human source.



**Approval Authorities****5.**

- 5.1 should be familiar with the provisions of section 6 of OPS-702, "Human Sources - Case Management" prior to directing a human source to participate in activities

**Approval Authorities**

- 5.2 The RDG approves directing a human source to participate in activities

**Reporting Requirements****5.3**

which condition(s) of paragraph 6.5 of OPS-702, "Human Sources - Case Management" apply.

**6.**

- 6.1 should be familiar with the provisions of section 6 of OPS-702, "Human Sources - Case Management" prior to seeking approval for an operation

**Approval Authorities**

**7. SAFETY**

- 7.1 A who believes that a human source's safety and/or security is at risk should advise his/her supervisor immediately

**8.****8.1****8.2****Approval Authorities****8.3****9.**

- 9.1 Employees should be familiar with the provisions of section 10 of OPS-702, "Human Sources - Case Management" and OPS-707, "Human Sources - Compensation" prior to conducting an

**9.2**

2014-04-09

- 9.3 The \_\_\_\_\_ can provide an \_\_\_\_\_ payment during the \_\_\_\_\_ payment. Refer to OPS-707,  
"Human Sources - Compensation" for guidance on \_\_\_\_\_ payments.

9.4

#### Disclosure of Assistance

- 9.5 HSOS employee should ask the human source whether he/she wishes his/her identity to be protected in perpetuity or accept that it may be revealed after the 125-year retention period.

9.6

#### Approval Authorities

9.7

9.8

#### Reporting Requirements

9.9

**10.**

- 10.1 should be familiar with the provisions of section 11 of OPS-702, "Human Sources - Case Management" and OPS-704, "Human Sources - Conduct" prior to human source.

**10.2**

as outlined in section 3 of OPS-704, "Human Sources - Conduct"

**10.3****Approval Authorities****10.4****10.5****Reporting Requirements****10.6**



OPS-703, "Human Sources - Special Provisions".

**11. HUMAN SOURCE**

**11.1**

**Approval Authorities**

- 11.2 The DG HSOS approves all human source

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**OPS-702-1 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the recruitment and management of a human source

**2. PROCESS**

## 2.1

## 2.2

## 2.3

## 2.4

## 2.5

2.6

**Corroboration of Reported Information**

- 2.7 An employee can corroborate a human source's reporting by either confirming and/or substantiating the information
- 2.8 Notwithstanding a human source's and reporting history an employee qualifies the reported information as to its accuracy as part of the human source process.

2.9

## Reporting History

2.10

2.11

For additional information and guidance on the  
Human Sources - Case Management

refer to OPS-702-4, "Procedures -

2.12

2.13

guidance on the

refer to OPS-702-4, "Procedures - Human Sources - Case Management



2.14

2.15

information and guidance on the human source  
Sources - Case Management - Human Source

For additional  
refer to OPS-702-8, "Procedures - Human

2.16

For additional information and guidance on the human source  
to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source

refer

### 3. RECRUITMENT APPROACH

- 3.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources - Case Management" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach

#### Approval Authorities

- 3.2 the approval authorities identified in OPS-703-1, "Procedures - Human Sources - Special Provisions", the Regional Director General (RDG) approves a recruitment approach to an individual

- 3.3 When there is a potential that a recruitment approach may have adverse impact the Director will notify the Minister as per paragraph 2.2 of OPS-701, "Human Sources - Human Source Program".

4.

- 4.1 should be familiar with the provisions of paragraph 6.3 of OPS-702, "Human Sources - Case Management" and section 6 of OPS-706, "Human Sources prior to seeking approval to provide to a human source.

**Approval Authorities**

5.

- 5.1 should be familiar with the provisions of section 6 of OPS-702, "Human Sources - Case Management" prior to directing a human source to participate in activities

**Approval Authorities**

- 5.2 The RDG approves directing a human source to participate in activities

**Reporting Requirements**

5.3

- which condition(s) of paragraph 6.5 of OPS-702, "Human Sources - Case Management" apply.

6.

- 6.1 should be familiar with the provisions of section 6 of OPS-702, "Human Sources - Case Management" prior to seeking approval for an operation

**Approval Authorities**7. **SAFETY**

- 7.1 A who believes that a human source's safety and/or security is at risk should immediately advise his/her supervisor

8.

8.1

8.2

**Approval Authorities**

8.3

9.

- 9.1 Employees should be familiar with the provisions of section 10 of OPS-702, "Human Sources - Case Management" and OPS-707, "Human Sources - Compensation" prior to conducting an

9.2

- 9.3 The can provide an payment during the payments.  
"Human Sources - Compensation" for guidance on

Refer to OPS-707,

9.4

**Disclosure of Assistance**

9.5

HSOS employee should ask the human source whether he/she wishes his/her identity to be protected in perpetuity or accept that it may be revealed after the 125-year retention period.

9.6

**Approval Authorities**

9.7

9.8

**Reporting Requirements**

9.9



**10.**

- 10.1 should be familiar with the provisions of section 11 of OPS-702, "Human Sources - Case Management" and OPS-704, "Human Sources - Conduct" prior to human source.

**10.2**

as outlined in section 3 of OPS-704, "Human Sources - Conduct"

**10.3****Approval Authorities****10.4****10.5****Reporting Requirements****10.6**

OPS-703, "Human Sources - Special Provisions"**11. HUMAN SOURCE**

## 11.1

**Approval Authorities**

## 11.2 The DG HSOS approves all human source

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**OPS-702-1 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the recruitment and management of a human source

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

**2. PROCESS****2.1**

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2.2

2.3

2.4

2.5

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**Corroboration of Reported Information**

- 2.7 An employee can corroborate a human source's reporting by either confirming and/or substantiating the information
- 2.8 Notwithstanding a human source's and reporting history an employee qualifies the reported information as to its accuracy as part of the human source process.
- 2.9

**Reporting History**

- 2.10

New publication

2.11

For additional information and guidance on the refer to  
OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and  
for the refer to OPS-702-4, "Procedures - Human Sources - Case Management

2.12

2.13

For additional information and  
guidance on the refer to OPS-702-4, "Procedures - Human Sources - Case Management

2.14

2.15

For additional information and  
guidance on the human source refer to OPS-702-8, "Procedures - Human Sources - Case  
Management - Human Source

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# OPS-702-1 Operations Policies and Procedures

Secret  
2011-04-01

For additional information and guidance on the human source refer to  
OPS-702-8, "Procedures - Human Sources - Case Management - Human Source"

## 3. RECRUITMENT APPROACH -

- 3.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources - Case Management" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach

### Approval Authorities

- 3.2 the approval authorities identified in OPS-703-1, "Procedures - Human Sources - Special Provisions", the Regional Director General (RDG) approves a recruitment approach to an individual
- 3.3 When there is a potential that a recruitment approach may have adverse impact, the Director will notify the Minister as per paragraph 2.2 of OPS-701, "Human Sources - Human Source Program".

## 4.

- 4.1 should be familiar with the provisions of paragraph 6.3 of OPS-702, "Human Sources - Case Management" and section 6 of OPS-706, "Human Sources" prior to seeking approval to provide to a human source.

### Approval Authorities

## 4.2

## 5.

- 5.1 should be familiar with the provisions of section 6 of OPS-702, "Human Sources - Case Management" prior to directing a human source to participate in activities

### Approval Authorities

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- 5.2 The RDG approves directing a human source to participate in activities

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New publication

**Reporting Requirements**

which condition(s) of paragraph 6.5 of OPS-702, "Human Sources - Case Management" apply.

6.

6.1 should be familiar with the provisions of section 6 of OPS-702, "Human Sources - Case Management" prior to seeking approval for an operation

**Approval Authorities**

6.2

**7. SAFETY**

7.1 A who believes that a human source's safety and/or security is at risk should advise his/her supervisor immediately

8.

New publication

8.1

8.2

**Approval Authorities**

8.3

9.

9.1 Employees should be familiar with the provisions of section 10 of OPS-702, "Human Sources - Case Management" and OPS-707, "Human Sources - Compensation" prior to conducting an

9.2

9.3 The \_\_\_\_\_ can provide an \_\_\_\_\_ payment during the \_\_\_\_\_ Refer to OPS-707, "Human Sources - Compensation" for guidance on \_\_\_\_\_ payments.

9.4

New publication

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New publication



### **Disclosure of Assistance**

- 9.5 HSOS employee should ask the human source whether he/she wishes his/her identity to be protected in perpetuity or accept that it may be revealed after the 125-year retention period.

9.6

### **Approval Authorities**

9.7

9.8

### **Reporting Requirements**

9.9

10.

10.1 should be familiar with the provisions of section 11 of OPS-702, "Human Sources - Case Management" and OPS-704, "Human Sources - Conduct" prior to human source.

10.2

as outlined in section 3 of OPS-704, "Human Sources - Conduct"

10.3

#### Approval Authorities

10.4

10.5

#### Reporting Requirements

10.6

OPS-703, "Human Sources - Special Provisions".

### 11. HUMAN SOURCE

11.1

New publication

**Approval Authorities**

- 11.2 The DG HSOS approves all human source

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New publication  
2011-04-01

**OPS-702-2 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approving authorities and reporting requirements related to the human source.

**2.**

- 2.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources - Case Management" prior to

**3. PROCESS**



#### 4. APPROVING AUTHORITIES

##### 4.1

- 4.2 The RDG approves a \_\_\_\_\_ of an individual who is either subject to the provisions of paragraphs 1.1 and 1.2 of OPS-703, "Human Sources - Special Provisions" or is involved with a Canadian Fundamental Institution as per the provisions of paragraph 3.1 of OPS-703, "Human Sources - Special Provisions".

#### 5. REPORTING REQUIREMENTS

##### Request for Approval

##### 5.1

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### Report

5.2 The Report must contain the following information:

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2012-07-03

**OPS-702-2 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the human source.

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to the "Policy Glossary".

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**2.**

- 2.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources - Case Management" prior to

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### 3. PROCESS

### 4. APPROVAL AUTHORITIES

#### 4.1

- 4.2 RDGs approve for individuals who are either subject to the provisions outlined in paragraph 1.1 or 1.2 of OPS-703 or are involved with a Canadian Fundamental Institution as outlined in paragraph 3.1 of OPS-703.



**5. REPORTING REQUIREMENTS****Request for Approval****5.1****Report****5.2 The**

Report must contain the following information:

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**OPS-702-2 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the human source

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

**2.**

- 2.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources - Case Management" prior to

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**3. PROCESS**

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**4. APPROVAL AUTHORITIES**

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2011-04-01

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## 5. **REPORTING REQUIREMENTS**

### **Request for Approval**

#### 5.1

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### **Report**

5.2 The Report must contain the following information:

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New publication

2013-01-08

2013-01-08

**OPS-702-3 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT - SOURCE EVALUATION****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approving authorities and reporting requirements related to the Source Evaluation of a human source.

**2. SOURCE EVALUATION**

- 2.1 The is the initial step to all human source recruitment; therefore all human sources enter the Human Source Program via the

- 2.2 should be familiar with the provisions of section 5 of OPS-702, "Human Sources - Case Management" prior to

- 2.3 Prior to initiating a on a member of a Canadian Fundamental Institution (CFI), or a federal government employee, employees should review OPS-703, "Human Sources - Special Provisions".

**3. PROCESS**

- 3.1 as specified in OPS-702-2, "Procedures - Human Sources" with the addition of directing (tasking) the human source, For additional information and guidance on

3.2

3.3

3.4

3.5

3.6

3.7

3.8

and level of corroboration of reporting as per the requirements of paragraph 6.1 of OPS-702-4, "Procedures - Human Sources - Case Management"

#### 4. APPROVING AUTHORITIES

4.1

For approving authorities related to the special provisions, or if there is a potential for adverse impact for individuals subject to please refer to OPS-703, "Human Sources - Special Provisions" or paragraph 3.2 of OPS-702-1, "Procedures - Human Sources - Case Management".

**5. REPORTING REQUIREMENTS****Request for Approval**

- 5.1 The must contain the following information, if available:

special considerations to be given to the human source including involvement or association with any CFL. If the human source's activities may impact upon a CFL, appropriate authorities, must be requested, as per OPS-703, "Human Sources - Special Provisions".

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the approvals requested including financial approvals and those  
related to OPS-703, "Human Sources - Special Provisions".

5.2 The should contain the following information, as applicable:

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2013-01-08

special considerations as per OPS-703, "Human Sources - Special Provisions" to be given to the human source including involvement or association with any CFI. (If the human source's activities may impact upon a CFI, the appropriate approval received

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2012-07-03

**OPS-702-3 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT - SOURCE EVALUATION****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the Source Evaluation of a human source.

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to the "Policy Glossary".

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

**2. SOURCE EVALUATION**

- 2.1 The is the initial step to all human source recruitment, therefore all human sources enter the Human Source Program via the

- 2.2 should be familiar with the provisions of section 5 of OPS-702, "Human Sources - Case Management" prior to

- 2.3 Prior to initiating a on a member of a Canadian Fundamental Institution (CFI), or a federal government employee, employees should review OPS-703, "Human Sources - Special Provisions".

**3. PROCESS**

- 3.1 as specified in OPS-702-2, "Procedures - Human Sources" with the addition of directing (tasking) the human source. For additional information and guidance on

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#### 4. APPROVAL AUTHORITIES

##### 4.1

For approval authorities related to the for individuals subject to special provisions, please refer to  
OPS-703-1 "Procedures - Human Sources - Special Provisions."

## 5. REPORTING REQUIREMENTS

### Request for Approval

- 5.1 The must contain the following information, if available:

special considerations to be given to the human source including involvement or association with any CFI. (If the human source's activities may impact upon a CFI, appropriate authorities, must be requested, as per OPS-703, "Human Sources - Special Provisions").

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the approvals requested including financial approvals and those related to OPS-703, "Human Sources - Special Provisions".

5.2 The should contain the following information, as applicable:

special considerations as per OPS-703, "Human Sources - Special Provisions" to be given to the human source including involvement or association with any CFI. (If the human source's activities may impact upon a CFI, the appropriate approval received

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**OPS-702-3 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT - SOURCE EVALUATION****1. INTRODUCTION****Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the Source Evaluation of a human source. The is the initial step to all human source recruitment, therefore all human sources enter the Human Source Program via the

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

**2. SOURCE EVALUATION**

- 2.1 should be familiar with the provisions of section 5 of OPS-702, "Human Sources - Case Management" prior to
- 2.2 Prior to initiating a on a member of a Canadian Fundamental Institution (CFI), or a federal government employee, employees should review OPS-703, "Human Sources - Special Provisions".

**3. PROCESS**

- 3.1 as specified in OPS-702-2, "Procedures - Human Sources" with the addition of directing (tasking) the human source, For additional information and guidance on



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4. **APPROVAL AUTHORITIES**

5. **REPORTING REQUIREMENTS**

**Request for Approval**

- 5.1 The must contain information, if available: the following

special considerations to be given to the human source including involvement or association with any CFI. (If the human source's activities may impact upon a CFI, appropriate authorities, must be requested, as per OPS-703, "Human Sources - Special Provisions").

New publication

# OPS-702-3 Operations Policies and Procedures

Secret

2011-04-01

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special considerations as per OPS-703. "Human Sources - Special Provisions" to be given to the human source including involvement or association with any CFI. (If the human source's activities may impact upon a CFI, the appropriate approval received

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**OPS-702-4 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT**

**1. INTRODUCTION**

**Scope**

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the of a human source.

**Definitions**

- 1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

**Temporary Authority**

- 1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority**

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

**2.**

**Process**

New publication



3.

### **CONTACT**

4.

### **HUMAN SOURCE**

4.1

The  
Source

must include the following information in a

Human

New publication

## OPS-702-4 Operations Policies and Procedures

Secret

2011-04-01

special considerations to be given to the human source including involvement or association with any Canadian Fundamental Institution (CFI). (If the human source's activities may impact upon a CFI, the appropriate approval received must be quoted, as per OPS-703, "Human Sources - Special Provisions")

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the approvals requested including file transfer, financial approvals  
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5.

**HUMAN SOURCE**

5.1

The  
Source

must include the following information in a **Human** as applicable:

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# OPS-702-4 Operations Policies and Procedures

Secret

2011-04-01

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2013-01-08

## OPS-702-4 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

## 1. INTRODUCTION

## Scope

- 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the of a human source.

## 2.

## Process

## 3.

## CONTACT

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**4.****HUMAN SOURCE****4.1****The  
Source**

must include the following information in a

**Human**

special considerations to be given to the human source including involvement or association with any Canadian Fundamental Institution (CFI). (If the human source's activities may impact upon a CFI, the appropriate approval received must be quoted, as per OPS-703, "Human Sources - Special Provisions")

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**5.****HUMAN SOURCE****5.1**

The  
Source

must include the following information in a \_\_\_\_\_ for a \_\_\_\_\_  
as applicable:

Human

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